

LINDSEY
WILSON
COLLEGE

BANNER SELF SERVICE
FOR STUDENTS
TIME ENTRY
HANDBOOK

Student Timesheet Instructions for Banner 9 Self Service

On your “Employee Dashboard”, click “Enter Time” (blue box) under the My Activities section on the right side of your screen.

The screenshot shows the 'Employee Dashboard' with a left sidebar containing links like 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, under the 'My Activities' section, there is a blue button labeled 'Enter Time' and a link for 'Time Sheet'.

Once you click “Enter Time” you should see the next timesheet that needs to be submitted. If you work multiple jobs, you will see a timesheet for each position. You will click on the “Start Timesheet” button for the appropriate job to start your timesheet.

The screenshot shows the 'Timesheet' page with a table containing columns for 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. A row for 'Payroll Specialist, 000604-00, W, 410000, Finance Office' is visible. A yellow button labeled 'Start Timesheet' is highlighted in the table.

Once you have opened your timesheet, the current day will be in dark blue. You will click on "Clock In" to begin your time entry for the day.

The screenshot shows the timesheet entry interface for the period 07/26/2021 - 08/08/2021. The current day, Thursday, 29, is highlighted in dark blue. Below the calendar, there is a section for 'Add Earn Code' with a dropdown menu set to 'Regular Pay'. The 'Clock In' button is highlighted in dark blue, and the 'Hours' field shows 0.00. At the bottom, there are buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview'.

When your shift is completed, click the "Clock Out" button.

Alligator, Abby A. 1

[Employee Dashboard](#) • [Timesheet](#) • Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000

Timesheet data successfully saved.

Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000 Restart Time Leave Balances

07/26/2021 - 08/08/2021 ⓘ 🗨 In Progress Submit By 08/09/2021, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31

⊕ Add Earn Code

Regular Pay 🕒 09:15 AM -

Clock Time: 09:20 AM - Clock Out

Total: 0.00 Hours

Exit Page Cancel Save Preview

Once you clock out it will show the number of hours worked in that shift.

Alligator, Abby A. 1

[Employee Dashboard](#) • [Timesheet](#) • Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000

Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000 Restart Time Leave Balances

07/26/2021 - 08/08/2021 0.25 Hours ⓘ 🗨 In Progress Submit By 08/09/2021, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29 0.25 Hours	30	31

⊕ Add Earn Code

Regular Pay 🕒 09:15 AM - 09:30 AM | 0.25 Hours

Clock Time: 09:20 AM - 09:26 AM Clock In

Total: 0.25 Hours Account Distribution

Exit Page Cancel Save Preview

If you work multiple shifts in the same day just repeat the process of clocking in and clocking out. You will repeat this process for every day you work.

If you are unable or forget to clock in you can use the "Edit" button to manually enter your time in and out. After corrections are made click the "Save" button on the bottom right side of your screen.

Employee Dashboard • Timesheet • Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000

Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000

07/26/2021 - 08/08/2021 | 0.25 Hours | In Progress | Submit By 08/09/2021, 11:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

25 26 27 28 29 0.25 Hours 30 31

+ Add Earn Code

Regular Pay 09:15 AM - 09:30 AM | 0.25 Hours
Clock Time: 09:20 AM - 09:26 AM

Clock In

Total: 0.25 Hours | Account Distribution

Exit Page Cancel Save Preview

Employee Dashboard • Timesheet • Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000

Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \$7.250000

07/26/2021 - 08/08/2021 | 1.25 Hours | In Progress | Submit By 08/09/2021, 11:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

25 26 27 28 29 1.25 Hours 30 31

NOTE: click here if you need to edit your hours after you have saved them

Earn Code In Time* Comment* Out Time* Comment* Hours

Regular Pay 07:30 AM Forgot to clock in 09:30 AM 1.25

NOTE: click here to delete the entry from that day (it will warn you and ask you to confirm this action)


Clock In Clock Out 0.00



+ Add More Time

Total: 1.25 Hours | Account Distribution

Exit Page Cancel Save Preview


Once you have entered all days needed and are ready to submit you will click on the “Preview” button on the bottom right side of your screen to see the recap of hours and as you scroll down you will see the total hours submitted for each week.



 Alligator, Abby A.

[Employee Dashboard](#) • [Timesheet](#) • [Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment, Rate: \\$7.250000](#) • [Preview](#)

Timesheet Detail Summary

Student Worker-Academic Supp., 000284-00, W, 6103, LWC Federal Student Employment , Rate: \$7.250000 

Pay Period: 07/26/2021 - 08/08/2021 2.00 Hours In Progress Submit By 08/09/2021, 11:00 AM

Time Entry Detail

Date	Earn Code	Shift	Total
07/29/2021	REG, Regular Pay	1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/29/2021	REG, Regular Pay	1	2.00	07:30 AM	09:20 AM	Forgot to clock in	09:30 AM	09:26 AM	

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Pay	1	2.00			2.00 Hours
Total Hours		2.00			

If you are done and ready to submit you must check the certification box and then click the “Submit” button on the bottom right of the screen. If you still need to make changes hit the “Return” button to go back to the timesheet to make corrections.


Routing and Status

Name	Action	Date & Time
Alligator, Abby A.	Originated	07/29/2021, 09:06 AM
Callison, Marcia J.	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return

Submit

Once you hit the submit button you will see this message :

It will now be pending for your supervisor to approve.

Once you submit and are back on the original “Timesheet” screen listing each pay period you will see that it now says “Pending”.

Time Entry Detail			
Date	Earn Code	Shift	Total
07/29/2021	REG, Regular Pay	1	2.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/29/2021	REG, Regular Pay	1	2.00	07:30 AM	09:20 AM	Forgot to clock in	09:30 AM	09:26 AM	

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Pay	1	2.00			2.00 Hours
Total Hours		2.00			

At the bottom of your screen you will see when you started the timesheet, when it was submitted, and who the approver is and if they have approved the time.

Routing and Status		
Name	Action	Date & Time
Alligator, Abby A.	Originated	07/29/2021, 09:06 AM
Alligator, Abby A.	Submitted	07/29/2021, 10:03 AM
Callison, Marcia J.	Pending Approval	

Return